

# Guidelines for Space Reservations



Thank you for your interest in hosting your event at DreamBank! In exchange for utilizing our community space free of charge, we ask that you follow the guidelines listed below. All reservation requests are reviewed on a case-by-case basis and are subject to an approval process. DreamBank reserves the right to deny any reservation request based upon eligibility and space availability, regardless of previous approvals.

## **Contact Information:**

- To check if your date is available and go through our booking process, please email us at: [dreambank@amfam.com](mailto:dreambank@amfam.com)
- Phone: 608-286-3150

## **Prohibited Uses:**

- Religious or fraternal organizations hosting events on behalf of such organization
- Political education programs with a specific political affiliation or candidate reception
- School purposes (prom, homecoming, etc.)
- Any fundraising efforts related to the event (before and/or during the event)

## **Hours of Operation:** (Please note that DreamBank will remain open to the public throughout your event unless otherwise arranged.)

- We ask that you adhere to our normal hours of operation **including set-up and clean-up of your event**. Business hours of operation are as follows:
  - Monday-Thursday: 8am-8pm
  - Friday: 8am-5pm
  - Saturday: 9am-5pm
  - Sunday: Closed

## **Set-up and Clean-Up:**

- We ask that you complete all set-up and clean-up for your event.
- If you have questions about decorations or supplies please ask one of our Dream Curators.
- One of the benefits of hosting an event at DreamBank is for you and your guests to experience all that we have to offer. Therefore, DreamBank materials and exhibits will remain as they are unless other arrangements are discussed.

## **Capacity Limit:**

- This is dependent upon the space you reserve.
- Ex. Large meeting rooms hold up to 50 people each (can be combined if available); DreamBank Library holds up to 20 people

## **Alcohol Policy:**

- If alcohol is provided it must be served by a bar, restaurant, or catering company that is properly licensed and insured. If you choose to have alcohol at your event, please let us know the name and contact information of the company providing the service for our verification. We do not allow events to gratuitously promote alcohol.

## **Catering Policy:**

- If you choose to use a catering company for your event they must be properly licensed and insured. Please let us know the name and contact information of the company providing the service for our verification.
- You are welcome to bring your own food into the space.

## **Financial Transactions Policy:**

- Effective as of February 13, 2019, DreamBank will only allow 501(c)(3) nonprofits to charge guests to attend their event. All selling of goods, providing a service, or transacting funds at these private events must be done off the premises, either ahead of time or after the event. If you are not a 501(c)(3) nonprofit, you cannot charge your attendees to come to our space.

## **Marketing or Advertising Your Event:**

- The title and description of your event must be approved by DreamBank to confirm your party's reservation.
- Any marketing materials or collateral produced using the DreamBank name or likeness need to be reviewed/approved by a

DreamBank employee.

- Private events are handled by an invite-only guest list.

**Cancellation Policy:**

- All cancellations should be done at least 5 days prior to the event date.

**Additional Rules**

- DreamBank prohibits the use of tobacco products and electronic cigarettes (e-cigarettes) at its location by anyone at all times.
- Firearms and weapons are prohibited, except where legally permissible to have a firearm or weapon in a personal vehicle in a parking facility.

***\*Failure to comply with these guidelines may result in the cancellation or the inability to book a future event.***

# FAQ's for Space Reservations



## **What is your scheduling process?**

DreamBank hosts over 40 public events each month, and we schedule any private event and room reservations around those events. Saturday reservations have become an increasingly popular request time, and we ask that you keep in mind that we host two DreamBank events each Saturday and large event requests may be challenging to accommodate. Once we confirm your event time and date is available we are happy to place a hold on our calendar!

## **What does a space reservation include?**

Here are a few of the things we always have on hand and are happy to let you use:

- Coffee
- Tea
- Water
- Wi-Fi
- Dry erase boards and markers
- AV capabilities (dependent upon the space you reserve)
- Chairs—Seating for up to 100 people based upon availability and reservation request
- Tables (11)—Based upon availability and reservation request

## **Do you have a preferred catering list?**

- You are more than welcome to use any caterer you'd like, but here are a few places that have catered private events at our space in the past:
  - Hy-Vee, Upstairs Downstairs Catering, Panera Bread, Einstein Bagels, Ian's Pizza, Banzo, Bunky's Catering, Metcalfe's, Potbelly Sandwich Shop, Yola's Café.

## **Do you know of anyone who carries the liability insurance for serving alcohol that you mentioned in your guidelines?**

- Yes, both Catered Cocktails and Upstairs Downstairs Catering carry liability insurance and have served alcohol at events in our space in the past. They also allow you to purchase your own alcohol and have them serve it.

## **Is there a place I can unload my vehicle?**

- You are more than welcome to unload your vehicle using our loading area, but we ask that you let us know when you will be coming so we are able to open the door for you. There is no parking allowed in this area, so please plan to move your vehicle promptly after unloading.

## **How much setup does your team do, and what are the expectations for us and you?**

- Our team is happy to do the initial setup of tables and chairs for your event and be a resource to answer questions about our space and tackle any technological issues. However, we respectfully ask that you are responsible for any food prep, decorations, event staffing, and clean up.

## **Are there things I should bring?**

- Here are a few items that we do not provide, but you may want to consider bringing:
  - Napkins
  - Plates
  - Silverware
  - Serving dishes and utensils
  - Table linens
  - Food and beverages outside of coffee, tea, and water



# Photos of the Space



Hospitality Space



Exhibit Space



The Vault



The Library



The Library



Meeting Rooms A & B